

---

# CEA



## CAREER EXECUTIVE ASSIGNMENT

**Release Date: 01/09/14**

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy and is committed to valuing diversity in the workplace.

*It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.*

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** Parks and Recreation

**POSITION TITLE:** Deputy Director, Administrative Services Division

**SALARY** CEA Level B \$8,594 - \$10,237 / Month

**FINAL FILING DATE:** January 23, 2014

### POSITION DESCRIPTION

Under administrative direction of the Director/Chief Deputy Director, plans, organizes and directs the Administrative Services function in the areas of budgeting, information security, business services, personnel, training, accounting, contracting and labor relations. Acts as a member of the Director's Executive staff and participates in the development and evaluation of departmental policy in all program areas.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a civil service employee with permanent civil service status, as defined in Government Code Section 18546;

#### Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990;

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992;

**Or IV**

Must be a person retired from the United State military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy - influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other governmental settings, or in a private organization):

**CEA Level A:**

Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B:**

Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C:**

Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

**DESIRABLE QUALIFICATIONS**

In addition to the above knowledge and abilities, candidates should also possess the following personal attributes: integrity; decision-making skills; leadership skills; tact and diplomacy.

When evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the factors listed below will provide the basis for competitively evaluating each candidate.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III and above that includes the following:

- Experience in managing State government budget development and ability to make sound fiscal decisions.
- Experience in conflict resolution between and/or among internal and external stakeholders at various levels.
- Experience in presenting program issues before Legislative committees, control agencies, and local governments.
- Experience in managing customer service effectively both internally and externally.
- Experience in building strong business relationships internally and externally that add value to the organization.
- Experience in managing State government human resources issues including development of individual improvement plans, educational resources, and training development among staff.
- Experience in policy formulation and implementation.
- Experience in managing State government accounting and contracting processes.
- Knowledge of Parks and Recreation programs, policies and overall mission.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administrative Services Division**, with the **Department of Parks and Recreation**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination will consist of an application screening process conducted by a designated screening committee. Using predetermined evaluation criteria based on the minimum and desirable qualifications included within this examination bulletin, applicants will be competitively ranked according to their personal qualifications and experience as stated on their application, resume, and Statement of Qualifications. Therefore, it is imperative that applicants complete their application thoroughly and include specific details that address the minimum qualifications and desirable qualifications of this position.

Based on the competitive group, the most qualified candidates may be scheduled for a hiring interview.

## **FILING INSTRUCTIONS**

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A resume with references.
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify him/her for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no longer than two pages in length, with standard margins and 12 point font size.

Resumes do not take the place of the Statement of Qualifications. **Applications submitted without a Statement of Qualifications will be eliminated from the examination process.**

**Applications must be submitted by the final filing date to:**

Department of Parks and Recreation  
Attention: Mike Sexton, Selections Unit  
P.O. Box 942896  
Sacramento, California 94296  
Mike Sexton (916) 653-9604 or [mike.sexton@parks.ca.gov](mailto:mike.sexton@parks.ca.gov)

Questions regarding this position should be directed to Aaron Robertson, Chief Deputy Director at (916) 651-7661 or by email: [aaronrobertson@parks.ca.gov](mailto:aaronrobertson@parks.ca.gov).

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation, reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

***California Relay (Telephone) Service for the Deaf or Hearing Impaired: From TDD phones: (800) 735-2929, from voice phones: (800) 735-2922***

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>